

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1812      **TITLE:** DATABASE ADMINISTRATOR II      **GRADE:** S-29

**DEFINITION:**

Under general supervision, performs all database support and troubleshooting tasks including production-related work, such as full-development life-cycle support for database applications monitoring and tuning production performance, creating and defining database files, and making capacity estimates in development and production systems; provides technical assistance and leadership to lower-level database administrators; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is journey level or full functioning database administration work. It is distinguished from the Database Administrator I by the performance of a greater variety of tasks in both a developmental and production environment. It is distinguished from the Database Administrator III in that it does not have lead responsibility, nor does it set priorities for and manage the workload of other database administrators.

**ILLUSTRATIVE DUTIES:**

Ensures all database environments are operating with proper data communication interfaces;  
Ensures that all application databases are on-line;  
Supports staff in the use of database software products for business applications and query and reporting;  
Supports agency users in accessing and retrieving data on-line or through batch processing;  
Creates views for SQL access;  
Creates schema and logical views for OLQ access;  
Maintains data for sharing stored reports;  
Creates job control language for batch processing;  
Assists users in all aspects of OLQ reporting and retrieving;  
Supports client/server access to database;  
Installs and configures appropriate software for PC access parameters;  
Assists staff in database development and access;  
Codes and maintains stored table procedures to improve database retrieval and updates;  
Troubleshoots client/server and database problems;  
Tests new versions before distribution;  
Performs data dictionary administrator functions;  
Provides database administration assistance to staff and contractors;  
Performs migration of application system components;  
Troubleshoots performance problems;  
Assists in the design, development, implementation and maintenance of database application systems;  
Performs database administration functions such as sizing databases, creating network and SLQ schemas, subschemas, views and DMCL, reviewing system and program design specifications, assisting in error debugging and program performance;  
Assists in testing and debugging new releases;

Attends training workshops, product demonstrations, conferences, and technical briefings;  
Stays abreast of technology changes;  
Provides technical assistance and training to other staff as needed;  
Serves on committees and task forces and undertakes special projects as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles, practices and methods related to database management systems and administration;  
Knowledge of data administration policies and standards, data definition, modeling and logical design, database design, and quality control;  
Knowledge of database management systems (such as Oracle, IDMS or DB2);  
Ability to communicate effectively, both orally and in writing;  
Ability to analyze, evaluate, troubleshoot, and resolve database system problems;  
Ability to conduct research into and evaluate new database technology;  
Ability to train employees in the use of database software;  
Ability to prepare user manuals and systems documentation;  
Ability to translate technical terminology into terms understandable to management and employees;  
Ability to establish and maintain effective business relationships.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:  
Bachelor's degree in computer science, or related field; PLUS  
Three years' experience in the database management systems area, with two years in the data administration area working with a database management system such as DB2, IDMS, or Oracle.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

ESTABLISHED: May 24, 1999